CDS

User Guide

CDS USER GUIDE

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WHAT IS CDS?

The Computerized Delivery Sequence (CDS) program provides qualified mailers updated delivery sequence information CDS is an updating service performed on customer-provided address lists. Eligibility for the CDS update service is determined through a qualification process. Lists meeting the qualification criteria become eligible for CDS updates. Information on the qualification criteria and process, Address Sequence Service is described in the Domestic Mail Manual (DMM) 507 and in the Electronic Address Sequence Service User Guide (http://ribbs.usps.gov/files/EAS/.

The CDS File is a snapshot of the Address Management Services (AMS) database taken each Saturday (for weekly fulfillment) and on the second Saturday of each month (for bi-monthly fulfillment). The CDS product is distributed to customers bi-monthly on CD/DVD, or weekly through electronic fulfillment.

The CDS File is built from the Address Management Services (AMS) database and contains the USPS's official record of mailing addresses. The primary purpose of the database is to provide delivery and distribution information necessary to support processing of mail for delivery to the citizens and businesses of the United States.

The CDS file provides customers with Delivery Point Validated (DPV) addresses, including the Locatable Address Conversions (911-converted addresses) in walk-sequence. A CASS Summary Report, PS Form 3553 is included with CDS updates. CDS files do not require any additional processing for possible postage discounts.

All postal address products provide **mailing address** information and are not intended to provide physical location addresses. While the majority of the addresses found in United States Postal Service® (USPS®) address products are physical locations, not all physical locations will be found in USPS address products. A physical location that does not receive delivery service from the USPS will not be listed in USPS address products.

This guide familiarizes current and potential customers with the CDS product and qualification procedures.

WHAT ARE THE BENEFITS OF CDS?

Customers qualifying for CDS will benefit from the use of the CDS file through:

- Accurate complete addresses
- Reduced undeliverable-as-addressed mail
- Increased deliverability
- Access to walk sequence saturation discounts

For more information on CDS products, services, and technical support, call or send correspondence to:

COMPUTERIZED DELIVERY SEQUENCE (CDS) DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
800-238-3150

QUALIFYING FOR CDS UPDATES

Mailers must meet specific qualification requirements in order to receive CDS updates. These mandatory requirements are in place due to federal privacy laws governing the distribution of address information. The USPS is bound by Title 39, preventing the USPS from providing name and/or address lists to any individual, company or organization. The process for qualifying to receive CDS updates specifies mailers demonstrate they possess a minimum of 90% of the current possible delivery addresses in the ZIP Code and/or address group they wish to receive CDS updates. A possible delivery address is a full and complete address which qualifies to receive mail delivery from the USPS.

QUALIFICATION REQUIREMENTS

The qualification process for CDS is described in Domestic Mail Manual (DMM) 507. Customers may use either the manual card process or the electronic file process for qualification. DMM 507 describes the three levels of address sequencing service available. Customers trying to qualify for CDS must select service level 3 (DMM 507.7.5), which provides sequencing of addresses (cards or files), removal of undeliverable addresses, plus inserting of missing or new addresses. Customers may attempt to qualify for all addresses in a ZIP Code, or select specific or a combination of address groups: city residential, city business, city all (business and residential), rural/highway contract routes or PO Boxes. Rural/Highway Contract routes and PO Box routes include both residential and business addresses. Not all ZIP Codes contain all address groups.

Customer address lists must comply with the following applicable requirements for each 5-digit ZIP Code that the customer wishes to receive delivery sequence information through CDS:

1. **City Carrier Residence-Only Group (City Res)** – If the addresses are in a residence-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible residential city carrier deliveries within the 5-digit ZIP Code area.
2. **City Carrier Business-Only Group (City Bus)** – If the addresses are in a business-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible business city carrier deliveries within the 5-digit ZIP Code area.
3. **City Carrier Combination Residence and Business Group (City All)** – If the addresses are in a combined residence and business grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible city carrier deliveries within the 5-digit ZIP Code area.
4. **Post Office Box Group (POB)** – If the addresses (residential and business) are in a post office box grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible post office box deliveries within the 5-digit ZIP Code area.
5. **Rural Route and Highway Contract Route Group (Rural)** – If the addresses (residential and business) are in a rural route or highway contract route grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible Rural and Highway Contract deliveries within the 5-digit ZIP Code area.
6. **Combined Delivery-Type Group (All)** – If the addresses are in a grouping that combines all of the individual address groupings described in 1-5 above, the list must contain 90 percent (but not to exceed 110 percent) of all possible deliveries within each individual address grouping included in the list.

QUALIFYING FOR CITY, RURAL and POST OFFICE BOX ADDRESSES

CDS qualification of addresses, rural routes and Post Office Boxes:

1. The customer requesting CDS qualification must submit a Delivery Unit Summary (DUS), Processing Acknowledgement Form (PAF) and address cards to the local AMS office, or an electronic address file and DUS to the National Customer Support Center (NCSC). The Electronic Address Sequence Service (EAS) User Guide can be found on the USPS RIBBS website at: http://ribbs.usps.gov/files/EAS/.
2. Customers are notified that they are qualified to receive CDS updates when they meet the qualification requirements as described in DMM Section 507.
3. Current fees for address sequencing service are outlined in DMM Section 507.70. Fees for Address Sequence Service apply regardless if qualification is successful or not. This address sequence service fee is separate from the CDS product fee.

The AMS Manager, or the NCSC returns updated cards/files to the customer upon completion of the address sequence service process for ZIP Codes and address groups that do not qualify. Cards and files are not returned when qualification requirements are met. It is the customer's responsibility to provide payment for the address sequence service process within 30 days of the date of the invoice. Failure to do so will result in product suspension and requalification will be required to be reinstated.

Customers wishing to receive updates for additional ZIP Codes and/or address group must submit their lists for qualification, as described previously.

Exception: Customers qualified for the city residential address group in a ZIP Code may request the city business address group be added to their profile ***if*** the number of city business possible deliveries is less than 10% of the total possible deliveries on city routes for the ZIP Code they are already qualified to receive. Requests to add city business qualification to a ZIP Code where the city business possible deliveries are less than 10% must be made in writing to the CDS Department at the NCSC.

NEW OR SPLIT ZIP CODES

Occasionally the USPS may redefine boundaries or split existing ZIP Codes for postal operational purposes. When the USPS creates a new ZIP Code area out of an existing one, customers ***may*** automatically qualify to receive updated information in the new ZIP Code. In order to automatically qualify to receive the new ZIP Code the customer:

a) must have been qualified in the original ZIP Code area or areas and address groups if the new ZIP Code was created out of multiple ZIP Codes ***and***
b) 90% of the addresses in the new ZIP Code must have come from a ZIP Code or ZIP Codes and address groups the customer was already qualified to receive.

New ZIP Codes and major route adjustments are generally implemented July 1st, although they may also occur at other times of the year. Minor route adjustments or boundary realignments can occur at any time. Changes, with effective dates, may be published in the Postal Bulletin.

CDS customer fulfillment profiles will be updated to include any new ZIP Codes and/or address groups CDS qualified customers are eligible to receive following splits and/or realignments.

PREPARING TO QUALIFY FOR CDS

Qualifying for CDS requires the following steps:

1. Obtain a list.

You may already have a list that you have been using or you may need to obtain a list from a source outside of your organization. Lists can be created from subscribers to your services, customers visiting your store or website, or obtained through county records. Lists may be purchased from others, but ensure that you have obtained permission to use the purchased or rented list for the purpose of CDS qualification. For more information read the section on Seed Addresses in this guide.

2. Format your list for submission

The Electronic Address Sequence service program requires files be submitted in a specific format. See the EAS User Guide for details. Customers choosing to use the manual card process must create individual cards for each address. Information regarding the manual process can be found in the DMM, section 507.

3. Submit your list

Complete the Delivery Unit Summary (DUS) and Processing Acknowledgement Form (PAF) forms and submit them, along with your list, to the National Customer Support Center (NCSC) in Memphis, or the AMS office responsible for the ZIP Code. Customers using the EAS process may submit only one (1) ZIP Code on their first submission to prevent costly mistakes due to unfamiliarity with the program and process. Upon receipt of your list the AMS office or NCSC will begin the Address Sequencing Service process. You will be notified of the results when the process has been completed.

The results of your Address Sequence Service processing will determine your next steps.

4. Qualification

If you did not meet the qualifications required to receive CDS updates you will need to work on your list and make an additional attempt to qualify. Rules allow for a total of three attempts to qualify each ZIP Code and/or address group, in a one-year period from the date of the last submission.

If you passed the qualification requirements you must submit a CDS Application form. This form provides the CDS Department with contact information and allows you to advise us of the media format you wish to receive your files. Once this has occurred you will begin receiving your CDS updates on the next scheduled fulfillment cycle.

5. CDS Conversion Software

CDS files are zipped and encrypted and CDS Conversion Software is necessary to unzip and decrypt the files you receive. You should download the CDS Conversion Software program prior to receiving your first CDS update. It is available at: http://ribbs.usps.gov/files/CDS/.

FORMATTING ELECTRONIC FILES FOR ELECTRONIC ADDRESS SEQUENCING

NCSC policy does not allow us to manipulate customer data submitted for Electronic Address Sequencing (EAS) Service or Computerized Delivery Sequence file qualification. Manipulation of data includes, formatting, adding information, deleting information, reformatting a file layout, etc. Electronic files submitted for Electronic Address Sequence (EAS) service must be received in the required format. The EAS program is a fully automated system and requires files be submitted in the specified format. See the EAS User Guide for formatting information.

FULFILLMENT

PRODUCT CYCLE

The first Computerized Delivery Sequence (CDS) product fulfillment of each subscription year begins with the February product. The February product is created in January and is distributed to customers by the end of January at the latest. The subsequent bi-monthly products are April, June, August, October and December. In the event of significant changes to ZIP Codes, a monthly supplemental CDS update may be distributed to CDS customers qualified in those ZIP Codes, at the discretion of the USPS. New CDS customers may begin receiving CDS fulfillment at anytime during the year. Upon qualification they will begin to receive fulfillment on the next fulfillment cycle.

All customers electing to receive weekly electronic fulfillment (Weekly CDS (WCD)) will receive a complete file (Base File), which includes all ZIP Codes and address groups the customer has qualified to receive, to initiate weekly fulfillment. Base Files will be issued at the beginning of each CDS Subscription year (February) and in August. Customers beginning weekly electronic fulfillment (WCD) during the subscription year will be provided a Base File with the next CDS fulfillment cycle, followed by weekly electronic fulfillments. (See Fulfillment Schedule). Base Files will be supplied to customers on CD/DVD.

WCD files will become available the week following the release of the bi-monthly CDS product. Customers should contact the CDS Department at the NCSC to coordinate starting dates for receipt of WCD files.

Weekly electronic files will be available by close of business each Thursday, or on Friday when a holiday falls on Thursday. FTP accounts will be set up for each participating CDS customer. WCD files will be located at: https://eCDS.usps.com. WCD files (data and associated documents) for the current week and the previous 3 weeks will remain available to customers on the eCDS site. Each week as the new file is made available, the oldest file and associated documents will be removed. WCD customers must download all files in date order to maintain the accuracy of their lists. Skipping updates will result in out-of sequence ZIP Code and carrier route information which could affect mailers postage discounts.

BI-MONTHLY FILE UPDATE

The annual CDS fee covers six bi-monthly updates and any additional updates that Address Management may specify due to changes in delivery sequence. Qualified customers will receive these supplemental updates when the USPS determines that an additional update is necessary.

The CDS product is shipped by USPS Express Mail to the attention of the individual identified as the primary contact.

Upon receipt of the CDS update, files need to be unzipped and decrypted using the USPS CDS Conversion software. This software and a user guide are available at: http://ribbs.usps.gov/files/CDS/

Note: The USPS strongly discourages skipping updates because they contain the most accurate walk sequence information available. To ensure that address files are as accurate and up-to-date as possible, customers should incorporate all included updates.

MEDIA SPECIFICATIONS

CDS data is supplied to customers on CD-ROM.

WEEKLY FILE UPDATE

Weekly CDS (WCD) provides customers with weekly transaction-based CDS product fulfillment through secured electronic file transfer. These files will include updates of the carrier routes the CDS customer is qualified in where changes have occurred. The types of changes which could trigger a route to be included in the product release are the addition of new addresses, changes in delivery sequence, route adjustments with addresses moving from one route to another or changes to No Stat or Vacancy coding. Customers will receive all addresses the first time a newly qualified ZIP Code is fulfilled.

The WCD programs begins with the receipt of a base file which includes all addresses in each ZIP Code and address group a CDS customer is qualified to receive. Following the initial base file WCD customers will receive a weekly transaction-based file. These files will include updates of the carrier routes the CDS customer is qualified in where changes have occurred. Weekly updates will only contain data for routes where there have been changes to addresses. The information received in the weekly transaction file is applied to the base file each week. If no changes have been made to the addresses in a route, no update to the base address file and delivery sequence data will be provided. Customers would continue to use the address and delivery sequence data provided initially.

Note: Failure to download any weekly file will immediately impact the validity of the delivery sequence information since each file contains changes only. Files must be downloaded in sequence to ensure accurate delivery sequence information.

MINIMUM REQUIREMENTS

- Internet access
- Internet Explorer 6.0
- 512 Megs of memory
- 2 Gigs free disk space

Customers can estimate the size of weekly transaction files will be approximately 10% of the size of their Base File. Customers may find download calculators on the internet that can help to determine download times for various communication options.

FTP ACCOUNT SET-UP

CDS qualified customers must complete the CDS Customer Application, requesting weekly electronic fulfillment. Mail or fax (901-821-6252) the completed form to the CDS Department at the National Customer Support Center (NCSC) in Memphis.

A CDA Request for Web Access form must also be completed and faxed to the CDS Department at the National Customer Support Center (NCSC) in Memphis at 901-821-6252.

An initial default password will be assigned for access to the CDS website (https://ecds.usps.com/). Customers will be prompted to change the default password upon initial entry to website. Passwords must contain a minimum of 8 characters, maximum of 20 characters and include at least 1 uppercase letter (A-Z), one lowercase letter (a-z) and one number (1-9). Customers will be able to gain access to their individual folder on the eCDS site when a new password has been updated successfully.

Requests for access to a company file folder on eCDS should be restricted to the authorized CDS contacts only, as listed on the CDS Customer Application. The CDS Department will confirm the authenticity of all requests received from individuals not listed as the primary or secondary CDS contact by contacting the authorized contact listed in the existing profile record or a company officer. Each CDS qualified customer will be limited to one password secured file folder on eCDS.

WCD FILE NAMES

Weekly CDS Files are created each week and are uploaded to individual customer password secured folders on the eCDS website. Multiple files for each week may be necessary based on the volume of transactions for the week. Additional files will also be posted to the folder for the PS Form 3553, Qualification Table, etc. WCD file names will indicate the week and year of the file. WCD file naming convention examples:

WCD4804_C000010000_F00.ZIP
WCD4804_C000010000_F01.ZIP
WCD4804_C000010000_D00.ZIP
CNG4804_C000010000_D00.ZIP

Product Type: WCD = Weekly CDS
CNG = Congressional Data File

Date: 4804 = Week and Year

CDS/WCD Customer ID: C000010000 = Customer Number

File Type: F = Fulfillment File (data)
D = Document File (3553 Form, Bill of Lading, Customer Qualification Table)

File Number: 00 = File 1, 01 = File 2

WCD4804_C000010000_F00.ZIP

Product Type/Date **Customer ID** **File Type/No.**

equals WCD Data File for Week 48 (Nov 28 2004) for Customer 'SwizzleStix'

WEEKLY ELECTRONIC CDS FULFILLMENT

DOWNLOADING WCD DATA FILES FROM THE INTERNET

The CDS Electronic Fulfillment web site is located at https://eCDS.usps.com. It is available to CDS subscribers electing to receive their CDS data files electronically. Qualified CDS subscribers will receive a User Name and Default Password for initial log in.

Logging In

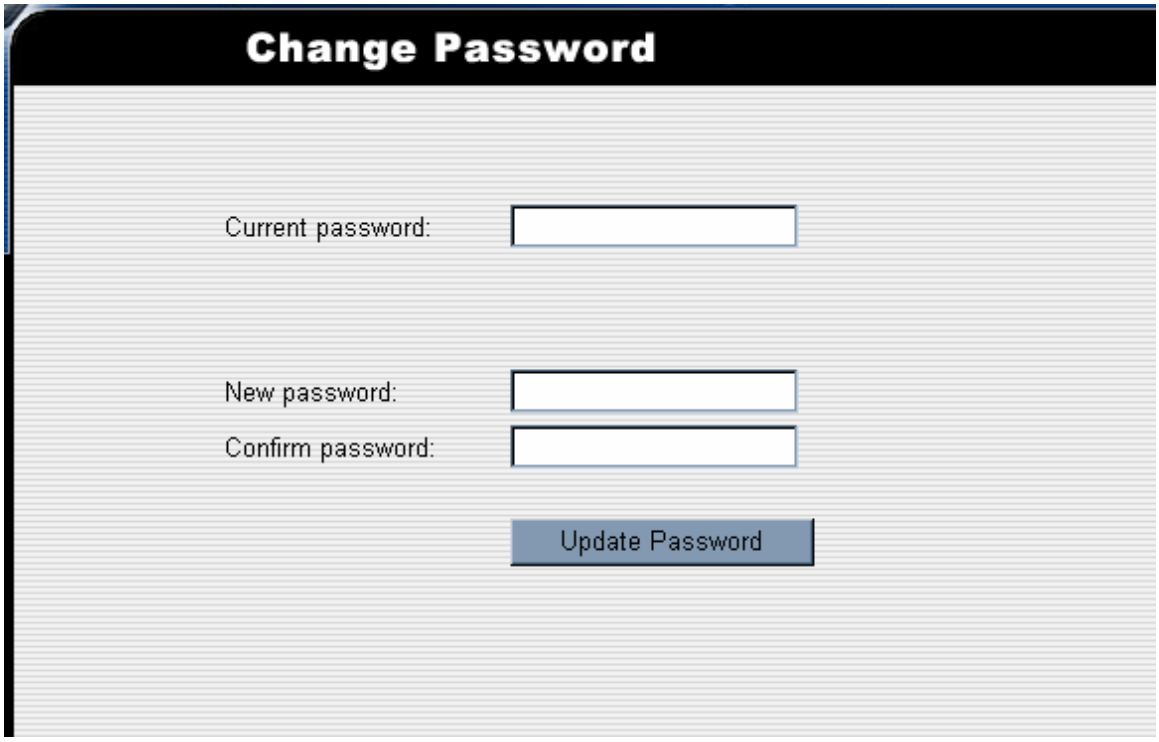
Enter assigned ***'User Name'*** in the User Name prompt.

Enter assigned ***'Password'*** in the Password prompt.

Note: Passwords are case sensitive and may contain a combination of upper and lowercase letters, numbers, and special characters. Enter the password exactly as it was assigned.

Click the ***'Log In'*** button at the bottom of the page to continue.

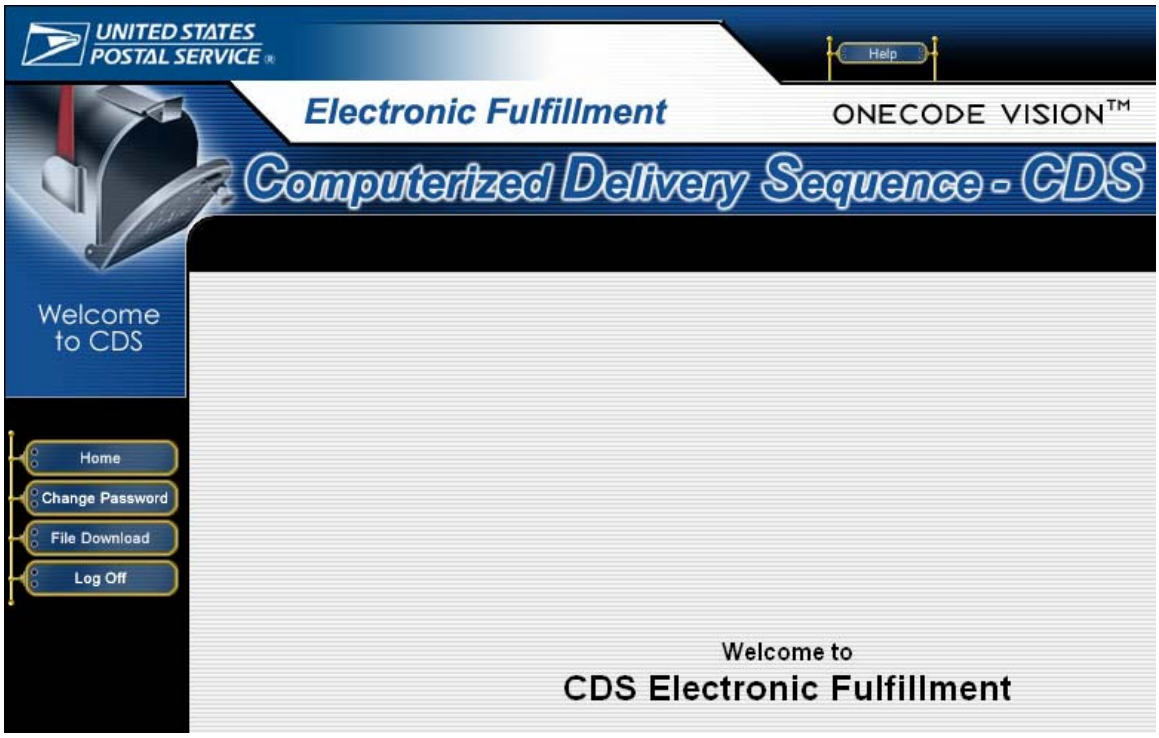
On initial log in, a “Change Password” screen appears prompting you to change your password.



To change your password, click the ***‘Change Password’*** button.

Passwords must contain a minimum of 8 characters, maximum of 20 and include at least 1 uppercase letter (A-Z), one lowercase letter (a-z) and one number (1-9).

After selecting the new password and clicking the ***‘Update Password’*** button, a message *“Your password updated successfully”* appears confirming the update of your password. This new password will be necessary to log into the site in the future.



After logging in, the CDS Electronic Fulfillment page will display. Options in the tool bar, located in the left frame include:

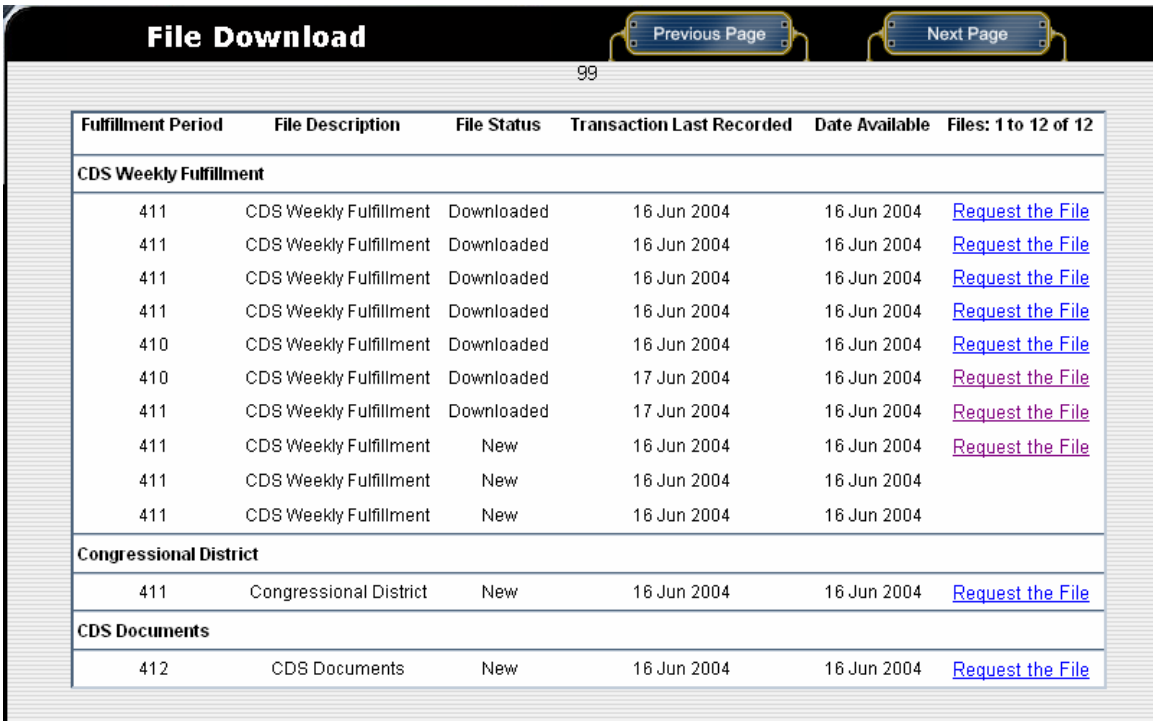
1. **Home** - Navigates the user back to the CDS Electronic Fulfillment Home page.

2. **Change Password** - Allows user to change their password.

3. **File Download** - CDS customers may check the status of files available, download files, or view a file's recently accessed date.

4. **Log Off** - Logs the user off the web site.

Click the ***'File Download'*** button to view all available files.



Fulfillment Period	File Description	File Status	Transaction Last Recorded	Date Available	Files: 1 to 12 of 12
CDS Weekly Fulfillment					
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	Request the File
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	Request the File
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	Request the File
411	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	Request the File
410	CDS Weekly Fulfillment	Downloaded	16 Jun 2004	16 Jun 2004	Request the File
410	CDS Weekly Fulfillment	Downloaded	17 Jun 2004	16 Jun 2004	Request the File
411	CDS Weekly Fulfillment	Downloaded	17 Jun 2004	16 Jun 2004	Request the File
411	CDS Weekly Fulfillment	New	16 Jun 2004	16 Jun 2004	Request the File
411	CDS Weekly Fulfillment	New	16 Jun 2004	16 Jun 2004	
411	CDS Weekly Fulfillment	New	16 Jun 2004	16 Jun 2004	
Congressional District					
411	Congressional District	New	16 Jun 2004	16 Jun 2004	Request the File
CDS Documents					
412	CDS Documents	New	16 Jun 2004	16 Jun 2004	Request the File

The File Download screen will list all files currently available for downloading by the customer, including the fulfillment data files, congressional district files and CDS documents. File status information is also displayed. Status information includes the date the file was made available on the website, whether it is a new file or has been downloaded and when it was last downloaded. Each file available on the site includes a link to begin the downloading process for that file.

Files must be downloaded in date sequence. Following the initial download files may be downloaded again multiple times in any sequence if desired.

DOCUMENTATION

A PS Form 3553 (CASS Summary Report) will be provided with each CDS update. The 3553 will include the counts for all addresses/ZIP Codes the customer is qualified in. This will provide the CDS Customer with documentation of the dates the file was processed as required for postage discounts.

The Bill of Lading provides the delivery counts for each qualified ZIP Code and address group. (CD-ROM Fulfillment only)

The Qualified ZIP Code Form includes all ZIP Codes and address groups the CDS customer is currently qualified in and will be provided with each weekly file. (Weekly Electronic Fulfillment only)

SECURITY

CONTROL RECORD – CUSTOMER PROFILE

The NCSC maintains a control record (customer profile) for each company qualified to receive CDS updates, consisting of the following:

- Company name and mailing address.
- Name(s) and telephone number(s) of customer-authorized contact(s) (primary and secondary).
- List of 5-digit ZIP Codes and the date the qualification for each ZIP Code and/or address group.
- Charges and payment information by 5-digit ZIP Code.

Data contained in the customer profile is provided annually by the CDS customer through submission of the CDS Application/Renewal form. The customer is responsible for providing accurate, current contact information. The CDS Department will use the information submitted to notify and/or contact customers of any issues impacting their CDS account. All information submitted to the CDS department is considered restricted information and is protected under the USPS Privacy Policy. The Privacy Policy can be found on the USPS website: www.usps.com

CHANGING CUSTOMER PROFILE INFORMATION

The CDS Customer Profile is maintained by the CDS Department at the NCSC in Memphis TN. Customers must provide written notification, on company letterhead, to the CDS Department to request changes to the Customer Profile information. Only authorized contacts who are listed in the existing customer profile record or a company officer may initiate a change to the Customer Profile.

The CDS Department will confirm the authenticity of all requests by contacting the authorized contact listed in the existing profile record, if available, or a company officer.

DATA FILE ENCRYPTION

Addresses are invaluable data and one of the primary assets of many mailers. Address lists are valuable information in the mailing industry and the USPS takes steps to ensure the security of the data. All CDS data files provided to customers are zipped and password encrypted. A USPS-supplied utility program allows customers to decrypt the file using the password provided by CDS Support at the NCSC. This utility program, CDS Conversion Software, is available in Windows and UNIX/LINUX versions on the USPS RIBBS website and may be downloaded from http://ribbs.usps.gov/files/CDS/

Passwords for WCD files will be issued by the CDS Department at the National Customer Support Center. All document files will be provided in ASCII format. Contact the CDS Department at the National Customer Support Center, 1-800-331-5746 for assistance with the CDS Conversion Software.

SEED ADDRESSES

In order to assist list owners in protecting their address lists and to help prevent fraudulent use of rented or leased address files, a seed address process has been implemented. Each CDS customer who rents or leases their address file can request seed addresses for each qualified ZIP Code and address group. Seed address should be included in customer address files only when the list is rented or leased. Seed addresses are unique to each customer and will be identified in the Address Sequence Service process. This prevents their address files from being qualified by another party without permission. Seed addresses should be removed from the customer's address file when sold to another party. Seed addresses should not be used if the customer does not rent or lease their files.

All requests for electronic DMM 507.7.5 processing will be posted on a password secured web site. The company name, contact name, mailing address, address groups requested and ZIP Code requested for sequencing will be listed. CDS customers will be issued a password for access upon request.

WHAT ARE THEY and WHERE DO THEY COME FROM?

Seed addresses are fictitious addresses created by the USPS and provided to USPS Computerized Delivery Sequence (CDS) customers. CDS customers who rent or lease their lists to individuals or list brokers are deemed List Owners. The qualified CDS customer/List Owner should include the seed address in the address list files that it shares with other parties to help identify their address lists. The seed addresses are created to fit within existing addresses in an address list so they are not conspicuous and each seed address is identified as belonging to a particular CDS qualified customer. The appearance of a seed address or addresses in an address list submitted for Address Sequence Service may indicate mistaken use or mis-use of the address list.

I OBTAINED AN ADDRESS LIST FROM ANOTHER PARTY. HOW DO I KNOW IF A LIST HAS SEED ADDRESSES?

You won't know. Since the purpose of seed addresses is to assist a List Owner who shares its lists with others to identify possible misuse of its address lists for CDS qualification, the seed addresses are not easily identified by a mailer. What a mailer can do is ask the right questions and make certain to obtain written permission to use the list for CDS qualification when obtaining a list from a list broker, vendor or anyone offering you the use of a list, whether for a fee or at no charge.

Questions to ask:

- What am I permitted to do with this list? Options may be to use it 1 time, 3 times, or unlimited times within a specific time period. You may be allowed to copy the list to your computer, or you may only be supplied with a set of labels.
- Advise the party that you wish to submit the address list to the USPS in order to obtain CDS qualification. Ask them if they know what CDS qualification is? Am I permitted to use this list for CDS qualification? If so, the USPS requires a letter of authorization which allows me to submit the address list for CDS qualification. Can you provide the letter of authorization?
- Are you the owner of this list or are you acting on behalf of another party who owns the list? Who is the owner of the list?

WHAT HAPPENS IF A SEED ADDRESS IS FOUND IN MY ADDRESS LIST?

If the USPS identifies one or more seed addresses in the address list submitted for CDS qualification (DMM 507.7.5), the USPS will disqualify the address list for the ZIP Code(s) containing seed addresses, absent the customer furnishing documentation to support the proper use of the seed that is acceptable to the USPS in its sole discretion. Customers will not receive any address information from the USPS for any ZIP Codes and/or address groups disqualified due to the presence of seed addresses. Any address lists for ZIP Code(s) not containing seeds will continue to be processed and if they meet qualification criteria, will be qualified for CDS. The USPS will notify the List Owner and the mailer submitting the address lists for CDS qualification that it has identified seed addresses, and the ZIP Codes in the address lists in which the seed addresses appeared.

Mailers are permitted to submit each ZIP Code for Level 3 processing a maximum of three (3) times within a 12-month period. Failure to qualify within 3 attempts within 12 months will result in suspension of one (1) year for any additional attempts to qualify the ZIP Code (DMM 507.7.3.2).

Payment for EAS processing is due regardless of qualification results. Disqualification due to the presence of seed addresses does not cancel fees due for the processing of the disqualified ZIP Code(s). Failure to pay for EAS processing may result in the Postal Service canceling CDS subscriptions, initiating collection efforts, or other remedial measures that the Postal Service deems appropriate.

The appropriate USPS District Address Management Systems Office will be notified when a customer has been disqualified after 3 submissions for the same ZIP Code and/or address group within a period of 12 months. The District AMS Office will be responsible for notifying the delivery unit of the disqualification. The district or delivery unit as well as the NCSC will not accept the disqualified customer's ZIP Code for a subsequent processing for a period of one year.

LIST OWNER RESPONSIBILITIES

Seed addresses should be included in address list files whenever the list is provided to a third party to help the List Owner identify the list as its' own and prevent possible mis-use of the addresses. List Owners should remove seed addresses from the customer's address file when permission to use the list for CDS qualification is granted. The purpose of seed addresses is to identify mis-use of address lists and should not be used in mailings made by the List Owner.

SEED ADDRESS PROGRAM PARTICIPATION

CDS customers wishing to participate in the CDS seed address program should select yes in the Seed Address Options section of the CDS Customer Application/Renewal Form. Seed addresses will be provided with the next CDS update cycle.

Seed address files are distributed to CDS customers as follows:

Full Base File - Seed addresses provided for all CDS qualified ZIP Codes and address groups Fulfillment includes two (2) seed addresses for each address group. **February and August**

Supplemental update – Seed addresses provided for all newly qualified ZIP Codes and address groups and replacement of any seed addresses becoming valid delivery points since the last update. **March, April, May, June, July, September, October, November, December and January.**

CDS Customers requesting seed addresses from USPS are responsible for understanding and proper use of the program. Correspondence and seed address files will be sent to the customer assigned CDS contact as listed on the CDS Customer Application/Renewal Form.

CDS FILE FEES

CALCULATION

The CDS program is based on fulfillment for one-year, February though January. Fees for CDS information are calculated on the number of possible deliveries for each 5-digit ZIP Code provided to the customer. Call or write the NCSC Customer Support Department for the current schedule of fees.

The fee is calculated per one thousand possible deliveries per 5-digit ZIP Code and prorated for increments less than a complete thousand. A minimum fee for one thousand possible deliveries is charged for each ZIP Code area with less than one thousand total possible deliveries.

When payment is made annually, fees for CDS data are based on the number of deliveries that existed in the first release of CDS provided. When payment is made bi-monthly, fees are based on the number of deliveries in each separate release.

A minimum charge has been established for CDS subscriptions. Customers will be billed a minimum charge for subscriptions of 5000 or fewer addresses.

BILLING OPTIONS

Customers may select Annual or Bi-monthly payment options ***if*** they meet the annual billing criteria. Annual billing is required for all CDS customers whose total annual bill is less than $200. Customers with an annual total of more than $200 who wish to pay the annual fee on a prorated bi-monthly basis must pay a premium of 5 percent per one thousand possible deliveries. Billing options may not be changed after January 1st. No refunds will be issued for subscriptions cancelled during the year.

PAYMENT

CDS fees are based on an annual subscription. CD customers will receive a Bill of Lading with their product, which includes billing information (payment amount due, due date, payment mailing address, etc.) for the product received. A separate invoice will be sent from the Office Services Department at the National Customer Support Center (NCSC) in Memphis. Customers must make sure payments are received prior to the due date to ensure uninterrupted fulfillment of CDS.

Invoices for WCD will be mailed to the customer. The annual CDS fee covers one base file and 51 weekly updates. WCD customers will receive invoices on the same cycle as bi-monthly fulfillment customers.

Payments must be submitted to the NCSC Office Services Department via check, money order or credit card (Visa, MasterCard, American Express, Diner's Club and Discover). Payment must be made in full for all CDS data provided. The NCSC will not accept payment for less than the full amount due.

Customers who do not pay by the due date indicated on the CDS invoice are considered to be in default. Failure to make payment will result in disqualification for CDS and other USPS products and services. Once disqualified, requalification is required before a customer is eligible to receive future CDS updates. All past due amounts must be paid in full before a customer may re-qualify.

CDS PAYMENT SCHEDULE

BI-MONTHLY SCHEDULE **CDS FILE BUILD BEGINS And PRODUCT SHIPS**	**CDS CYCLE RELEASE DATE**	**PAYMENT DUE DATE**
Sat following 2nd Friday of the Month of **January** Shipping the following week	Feb 15th	Feb 15th
Sat following 2nd Friday of the Month of **March** Shipping the following week	Apr 15th	Apr 15th
Sat following 2nd Friday of the Month of **May** Shipping the following week	Jun 15th	Jun 15th
Sat following 2nd Friday of the Month of **July** Shipping the following week	Aug 15th	Aug 15th
Sat following 2nd Friday of the Month of **September** Shipping the following week	Oct 15th	Oct 15th
Sat following 2nd Friday of the Month of **November** Shipping the following week	Dec 15th	Dec 15th

SUPPLEMENTAL SCHEDULE* **CDS FILE BUILD BEGINS And PRODUCT SHIPS**	**CDS CYCLE RELEASE DATE**	**PAYMENT DUE DATE**
Sat following 2nd Friday of the Month of **February** Shipping the following week	Mar 15th	Mar 15th
Sat following 2nd Friday of the Month of **April** Shipping the following week	May 15th	May 15th
Sat following 2nd Friday of the Month of **June** Shipping the following week	Jul 15th	Jul 15th
Sat following 2nd Friday of the Month of **August** Shipping the following week	Sep 15th	Sep 15th
Sat following 2nd Friday of the Month of **October** Shipping the following week	Nov 15th	Nov 15th
Sat following 2nd Friday of the Month of **December** Shipping the following week	Jan 15th	Jan 15th

* Updates distributed due to significant changes as determined by the USPS.

WEEKLY SCHEDULE

WCD CYCLE RELEASE DATE	INVOICES MAILED	PAYMENT DUE DATE
Monday following the 2nd Saturday of the month thru 2nd Saturday of the following month	Week following 2nd Saturday of the month	
Mid-**January** thru Mid-**February**	Mid-February	March 15th
Mid-**February** thru Mid-**April**	Mid-March	April 15th
Mid-**April** thru Mid-**May**	Mid-April	May 15th
Mid-**May** thru Mid-**June**	Mid-May	June 15th
Mid-**June** thru Mid-**July**	Mid-June	July 15th
Mid-**July** thru Mid-**August**	Mid-July	August 15th
Mid-**August** thru Mid-**September**	Mid-August	September 15th
Mid-**September** thru Mid-**October**	Mid-September	October 15th
Mid-**October** thru Mid-**November**	Mid-October	November 15th
Mid-**November** thru Mid-**December**	Mid-November	December 15th
Mid-**December** thru Mid-**January**	Mid-December	January 15th

MAINTAINING A CDS SUBSCRIPTION

ANNUAL RENEWAL REQUIREMENT

CDS qualification is valid from February 15th though January 15th. All CDS qualified customers must submit a CDS Application/Renewal form annually to maintain their CDS qualification. A CDS renewal form will be sent by the NCSC each November to the current primary contact listed in the CDS customer profile. The customer must update contact information, if applicable, sign and return the form to the NCSC CDS Department by December 31st. Failure to return the completed and signed renewal form will result in suspension of the CDS product and will require requalification to receive CDS data. CDS will not be renewed for customers with any outstanding invoices.

TRANSFER OF CDS SUBSCRIPTION

Qualified CDS customers who are current on all payments may transfer their CDS subscription to another party. Transfers are the reassignment of ZIP Codes from one CDS customer to another CDS customer. ZIP Codes are not retained by the original owner in a transfer. Once a CDS subscription is transferred, the original customer becomes ineligible to receive the CDS data for ZIP Codes transferred unless they re-qualify.

Transfer process: The CDS customer transferring ZIP Codes submits a Letter of Authorization to Transfer to the CDS Department. ZIP Codes being transferred must be listed in the letter or on an attached spreadsheet. Address groups for each ZIP Code must also be included. A list of ZIP Codes “to be kept” by the owning customer is not acceptable for transfer requests. An electronic copy of the ZIP Code list, including address groups, should be provided if possible. The Letter of Authorization to Transfer must be submitted on company letterhead and signed by the authorized CDS primary contact as listed in the CDS Customer Profile or an officer of the company. Company name and contact information for the company receiving the transferred ZIP Codes must be included in the letter. The recipient company must be a current CDS customer or submit an application to become a CDS customer in order for ZIP Codes to be transferred. No transfer can occur until the application has been received and the recipient company has been assigned a CDS customer ID. Transfers will be completed once all information is received and verified.

Requests to transfer ZIP Codes to another party must be received no later than the first of each month for bi-monthly customers in order to insure accurate processing of the request. Requests received after the first of the month may not be completed prior to product build. Tranfers should be completed within 3 weeks from receipt by the CDS Department for electronic fulfillment customers.

CANCELLATION OF CDS

Individual ZIP Codes or entire CDS subscriptions may be cancelled by written request only. Requests must be submitted on company letterhead and signed by the authorized CDS contact or an officer of the company. ZIP Codes being cancelled must be listed in the letter or on an attached spreadsheet. Address groups for each ZIP Code must also be included. A list of ZIP Codes “to be kept” by the owning customer is not acceptable for cancellation requests. Requests to cancel ZIP Codes or CDS subscriptions must be received no later than the first of each month in order to insure accurate processing of the request. Requests received after the first of the month may not be completed prior to product build. Confirmation of cancellation will be provided upon completion. Once a CDS subscription is cancelled, the customer becomes ineligible to receive the CDS data for ZIP Codes cancelled. Should a customer wish to begin receiving CDS updates again they will be required to re-qualify through the qualification process.

CDS CONVERSION DEFERRAL

Manual card customers can defer the beginning of an annual subscription to CDS for up to three months after qualifying. Deferred customer requests for CDS data must be submitted to the NCSC by the local AMS Manager. The request must include a copy of the complete DUS for the qualified ZIP Code(s) and the deferral date. The request will be entered, based on the deferral date, by the NCSC, and the CDS product will be fulfilled on the next monthly fulfillment. Upon receipt of the CDS data, the customer must submit payment by the payment due date. Failure to pay will result in product suspension, and qualification will be required to be reinstated.

ADDITIONAL INFORMATION AVAILABLE TO CDS CUSTOMERS

CONGRESSIONAL DISTRICT CODE FILES

The USPS database includes information on the Congressional District assignment of all addresses in order to provide statistics to Congress for use when preparing their mailings. These Congressional District codes are linked to the ZIP+4 code of every address. By referencing the ZIP+4 codes associated with the addresses in the CDS product, mailers can use the Congressional District Code Files to determine the Congressional District assigned to the addresses. This allows for targeting a particular Congressional District for a mailing list. CDS can provide this information via monthly files by file transfer from a password protected site. CDS customers must request the Congressional District Code Files on their CDS Application.

CDS Congressional Code Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	ZIP CODE	05	01	05
2	PLUS4 - ZIP SECTOR CODE	02	06	07
3	ZIP SEGMENT CODE	02	08	09
4	STATE	02	10	11
5	CONGRESSIONAL DISTRICT	02	12	13

UNDERSTANDING YOUR CDS FILE

CDS FILE LAYOUTS

- Files will be in ASCII format.
- File layouts for CDS files:

CDS Volume Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	MAILER ID	09	002	010
3	FILE VERSION MONTH	02	011	012
4	DASH	01	013	013
5	FILE VERSION YEAR	02	014	015
6	VOLUME SEQUENCE NUMBER	03	016	018
7	ZIP COUNT	05	019	023
8	ROUTE COUNT	07	024	030
9	TOTAL RECORD COUNT	09	031	039
10	FILLER	67	040	106

CDS ZIP Code Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	FILE VERSION MONTH	02	002	003
3	DASH	01	004	004
4	FILE VERSION YEAR	02	005	006
5	ZIP CODE	05	007	011
6	ROUTE COUNT	05	012	016
7	DELIVERY POINT RECORD COUNT	05	017	021
8	RESIDENTIAL DELIVERY ACTIVE COUNT	05	022	026
9	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	027	031
10	BUSINESS DELIVERY ACTIVE COUNT	05	032	036
11	BUSINESS DELIVERY POSSIBLE COUNT	05	037	041
12	PO BOX THROWBACK COUNT	04	042	045
13	SEASONAL COUNT	05	046	050
14	VACANT COUNT	05	051	055
15	DROP COUNT	05	056	060
16	RESIDENCE BUSINESS SERVED COUNT	05	061	065
17	FILLER	41	066	106

CDS and WCD Carrier Route Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY POINT RECORD COUNT	05	011	015
5	RESIDENTIAL DELIVERY ACTIVE COUNT	05	016	020
6	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	021	025
7	BUSINESS DELIVERY ACTIVE COUNT	05	026	030
8	BUSINESS DELIVERY POSSIBLE COUNT	05	031	035
9	PO BOX THROWBACK COUNT	03	036	038
10	SEASONAL COUNT	05	039	043
11	VACANT COUNT	05	044	048
12	DROP COUNT	05	049	053
13	RESIDENCE BUSINESS SERVED COUNT	05	054	058
14	FILLER	48	059	106

CDS and WCD Delivery Point Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY SEQUENCE NUMBER	05	011	015
5	RECORD TYPE CODE	01	016	016
6	PO BOX THROWBACK INDICATOR	01	017	017
7	DELIVERY ADDRESS NUMBER	10	018	027
8	STREET PRE DIRECTION ABBREVIATION	02	028	029
9	STREET NAME	28	030	057
10	STREET SUFFIX ABBREVIATION	04	058	061
11	STREET POST DIRECTION ABBREVIATION	02	062	063
12	SECONDARY ADDRESS ABBREVIATION	04	064	067
13	SECONDARY ADDRESS NUMBER	08	068	075
14	DELIVERY POINT TYPE CODE	01	076	076
15	ADDRESS VACANT INDICATOR	01	077	077
16	DELIVERY POINT DROP INDICATOR	01	078	078
17	DELIVERY POINT BUSINESS FAMILY SERVED COUNT	03	079	081
18	SEASONAL DELIVERY INDICATOR	01	082	082
19	PLUS4 - ZIP SECTOR CODE	02	083	084
	ZIP SEGMENT CODE	02	085	086
20	DELIVERY POINT DPBC DIGITS	02	087	088
21	DELIVERY POINT DPBC CHECK DIGIT	01	089	089
22	URBANIZATION LOCALE KEY	06	090	095
23	PREFERRED LAST LINE LOCALE KEY	06	096	101
24	FILLER (future use)	01	102	102
25	DELIVERY POINT USAGE CODE	01	103	103
26	FILLER	03	104	106

UNDERSTANDING YOUR WCD FILE

WCD FILE LAYOUTS

- Files will be in ASCII format.
- The file layouts for the WCD Volume Header Record and WCD ZIP Code Header Record are ***different*** than the CDS file layouts for these records.
- The file layouts for the WCD Carrier Route Records and the WCD Delivery Point Records are in the ***same*** file layout as the CDS product.
- Programming changes will be required in order for your database to recognize the WCD Volume Header Record and WCD ZIP Code Header Record.
- File layouts for WCD files:

WCD Volume Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	MAILER ID	13	002	014
3	FILE VERSION MONTH CREATED	02	015	016
4	DASH	01	017	017
5	FILE VERSION YEAR CREATED	04	018	021
6	DASH	01	022	022
7	FILE VERSION DAY (DATE) CREATED	02	023	024
8	ZIP COUNT	05	025	029
9	ROUTE COUNT	07	030	036
10	TOTAL RECORD COUNT	09	037	045
11	FILLER	61	046	106

WCD ZIP Code Header Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	FILE VERSION MONTH CREATED	02	002	003
3	DASH	01	004	004
4	FILE VERSION YEAR CREATED	04	005	008
5	DASH	01	009	009
6	FILE VERSION DAY (DATE) CREATED	02	010	011
7	ZIP CODE	05	012	016
8	ROUTE COUNT	05	017	021
9	TOTAL DELIVERY POINT RECORD COUNT	05	022	026
10	RESIDENTIAL DELIVERY ACTIVE COUNT	05	027	031
11	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	032	036
12	BUSINESS DELIVERY ACTIVE COUNT	05	037	041
13	BUSINESS DELIVERY POSSIBLE COUNT	05	042	046
14	PO BOX THROWBACK COUNT	04	047	050
15	SEASONAL COUNT	05	051	055
16	VACANT COUNT	05	056	060
17	DROP COUNT	05	061	065
18	RESIDENCE BUSINESS SERVED DROP COUNT	05	066	070
19	FILLER	36	071	106

CDS and WCD Carrier Route Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY POINT RECORD COUNT	05	011	015
5	RESIDENTIAL DELIVERY ACTIVE COUNT	05	016	020
6	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	021	025
7	BUSINESS DELIVERY ACTIVE COUNT	05	026	030
8	BUSINESS DELIVERY POSSIBLE COUNT	05	031	035
9	PO BOX THROWBACK COUNT	03	036	038
10	SEASONAL COUNT	05	039	043
11	VACANT COUNT	05	044	048
12	DROP COUNT	05	049	053
13	RESIDENCE BUSINESS SERVED COUNT	05	054	058
14	FILLER	48	059	106

CDS and WCD Delivery Point Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	RECORD TYPE INDICATOR	01	001	001
2	ZIP CODE	05	002	006
3	CARRIER ROUTE ID	04	007	010
4	DELIVERY SEQUENCE NUMBER	05	011	015
5	RECORD TYPE CODE	01	016	016
6	PO BOX THROWBACK INDICATOR	01	017	017
7	DELIVERY ADDRESS NUMBER	10	018	027
8	STREET PRE DIRECTION ABBREVIATION	02	028	029
9	STREET NAME	28	030	057
10	STREET SUFFIX ABBREVIATION	04	058	061
11	STREET POST DIRECTION ABBREVIATION	02	062	063
12	SECONDARY ADDRESS ABBREVIATION	04	064	067
13	SECONDARY ADDRESS NUMBER	08	068	075
14	DELIVERY POINT TYPE CODE	01	076	076
15	ADDRESS VACANT INDICATOR	01	077	077
16	DELIVERY POINT DROP INDICATOR	01	078	078
17	DELIVERY POINT BUSINESS FAMILY SERVED COUNT	03	079	081
18	SEASONAL DELIVERY INDICATOR	01	082	082
19	PLUS4 - ZIP SECTOR CODE	02	083	084
	ZIP SEGMENT CODE	02	085	086
20	DELIVERY POINT DPBC DIGITS	02	087	088
21	DELIVERY POINT DPBC CHECK DIGIT	01	089	089
22	URBANIZATION LOCALE KEY	06	090	095
23	PREFERRED LAST LINE LOCALE KEY	06	096	101
24	FILLER (future use)	01	102	102
25	DELIVERY POINT USAGE CODE	01	103	103
26	FILLER	03	104	106

CDS and WCD Seed Address Record

FIELD REF NO.	FIELD DESCRIPTION	RECORD LENGTH	FIELD POSITION FROM	FIELD POSITION TO
1	ZIP CODE	05	1	5
2	CARRIER ROUTE ID	04	6	9
3	PLUS4 - ZIP SECTOR CODE	04	10	13
	ZIP SEGMENT CODE			
	Seed Address Elements			
4	PRIMARY NUMBER	10	14	23
5	STREET PRE DIRECTION ABBREVIATION	02	24	25
6	STREET NAME	28	26	53
7	STREET SUFFIX ABBREVIATION	04	54	57
8	STREET POST DIRECTION ABBREVIATION	02	58	59
9	RECORD TYPE CODE	01	60	60
	CDS Customer Previous Address			
10	PRIMARY NUMBER	10	61	70
11	STREET PRE DIRECTION ABBREVIATION	02	71	72
12	STREET NAME	28	73	100
13	STREET SUFFIX ABBREVIATION	04	101	104
14	STREET POST DIRECTION ABBREVIATION	02	105	106
15	SECONDARY ADDRESS ABBREVIATION	04	107	110
16	SECONDARY ADDRESS NUMBER	08	111	118
17	DELIVERY POINT TYPE CODE	01	119	119
18	DELIVERY POINT DPBC DIGITS	02	120	121
19	DELIVERY POINT DPBC CHECK DIGIT	01	122	122
20	URBANIZATION LOCALE KEY	06	123	128
21	PREFERRED LAST LINE LOCALE KEY	06	129	134
22	ADD/DELETE INDICATOR	01	135	135
23	DELIVERY POINT USAGE CODE	01	136	136
24	FILLER	24	137	160

DATA ELEMENT DEFINITIONS

Address Vacant Indicator
A field that specifies whether a delivery point has been unoccupied for 90 days or more:

Y = Vacant 90 days or more
N = Not vacant

Business Delivery Active Count
The total number of active business deliveries in the CDS ZIP Code Header Record. This field contains:

- The total number of active business deliveries for a given ZIP Code.
- The total number of active business deliveries for a carrier route (in the CDS ZIP Route Header Record).

Business Delivery Possible Count
The number of possible deliveries in the CDS ZIP Code Header Record.

- The field contains the number of possible business deliveries for a given ZIP Code.
- The number of possible business deliveries for a given carrier route (in the CDS ZIP Route Header Record).

Carrier Route ID
A 4-byte code assigned to a given mail delivery or collection route within a 5-digit ZIP Code area. The first character of this identification is alphabetic; the last three are numeric:

Bnnn = PO Box
Hnnn = Highway Contract Route
Rnnn = Rural Route
Cnnn = City Route
Gnnn = General Delivery

Day of Month
The date of the month for this edition of the file (Weekly CDS files only).

Delivery Address Number
The numeric or alphanumeric component of an address preceding the street name – often referred to as the house number. Delivery address numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the address number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

Delivery Point Barcode (DPBC) Digits
The last two digits of the primary delivery address number (post office box number, rural route box number, or highway contract route number). Delivery point codes for multi-delivery points are calculated using a secondary number algorithm.

Delivery Point Barcode (DPBC) Check Digit
The last number in a barcode; it is calculated by the following formula:

10 – last digit of the sum of (ZIP5+ZIP4+DPBC).

Example: If ZIP5 = 94497, ZIP4 = 9200, and DPBC = 00,

then, 9+4+4+9+7+9+2+0+0+0+0 = 44

10 – 4 = 6

DPBC Check Digit = 6

If the last digit of the sum of ZIP5 + ZIP4 + DPBC is 0 (zero), the check digit will be 0 (zero).

Delivery Point Business Family Served Count
The number of potential deliveries for a drop site. If the Delivery Point Drop Indicator equals Y, the Business Family Served Count field contains the number of businesses or families served at that drop site. This number is greater than one (except for general delivery records, in which it can equal zero.) If the Delivery Point Drop Indicator equals N, the Business Family Served Count equals zero. If the Delivery Point Drop Indicator equals C, the Business Family Served count is greater than zero.

Delivery Point Drop Indicator
A 1-byte field that specifies whether a delivery point is a drop site. A drop is a single delivery point or receptacle that services multiple residences. Examples of drop sites include a single door slot shared by two residences, a box on a wall for duplexes, or a boarding house or fraternity in which mail is delivered to the door for subsequent distribution. Mail for drop sites is distributed internally by the site.

A commercial mail receiving agency (CMRA) holds mail or forwards it to an addressee. Each CMRA must be registered with the post office responsible for delivery to the CMRA. They are also classified as drop sites because the carrier delivers the mail to one point from which the company distributes it to specific boxes.

Y = Delivery point is a drop
N = Delivery point is not a drop
C = CMRA

Delivery Point Record Count
The total number of delivery points for a given area. In the CDS ZIP Code Header Record, this field contains the total number of delivery point records for a given ZIP Code; in the CDS Carrier Route Header Record, it contains the total number of delivery point records for a given carrier route.

Delivery Sequence Number
A numeric code indicating the position of an address within a carrier's walk path. The order in which a carrier delivers mail can be determined by listing all address records for the carrier sorted by the delivery sequence number.

Delivery Point Type Code (replaces Delivery Type Code)
An alpha code indicating the category of delivery point and its type of service:

A **Curbline** – The delivery point is serviced via motorized vehicle at a mail receptacle which is located at the curb.

B **NDCBU** – The delivery point is serviced at a mail receptacle which is located within a cluster box.

C **Central** – The delivery point is serviced at a mail receptacle which is located within a centralized unit, such as a gang box.

D **Other** – All delivery types which do not fit into one of the above delivery types.

E **Facility Box** - The PO Box sections are located in classified postal facilities such as a station or branch. This includes freestanding box units in the lobbies of postal facilities.

F **Contract Box** - A contract box section is located in a staffed contract facility such as a CPO or CPU.

G **Detached Box** - A detached box section is one installed separately from any facility such as in a mall or office building.

H **NPU Box** - A Non-Personnel Unit (NPU) box section is one located in a designated Non-Personnel Unit (NPU). NPUs are small non-staffed stations and branches that are serviced by rural carriers in quarters provided by a contractor.

S **Caller Service Box** - Caller service boxes are provided for customers whose volume of mail exceeds the physical size of the PO Box, or who desire to retrieve their mail more than once per day. These box sections are normally assigned higher numbers such as B050.

T **Remittance Box** - Remittance boxes are set up for the handling of payments by a bank or other institution. Both wholesale (business to business) and retail (customer to business) remittance operations are included in this classification.

U **Contest Box** - Contest boxes are those used for rebate, coupon, or contest operations.

V **Other Box** - Other boxes are those that do not fit any of the other categories.

Q **General Delivery** - General delivery is primarily intended as a temporary means of delivery for transients and customers who are not permanently located or who want post office box service when boxes are unavailable.

DELIVERY POINT USAGE CODE – identifies the type of delivery and includes the following values:

A **Residential –** This delivery point is purely residential.

B **Business -** This delivery point is purely business**.**

C **Primarily Residential with Business -** This delivery point is primarily residential with a possible business.

D **Primarily Business with Residential -** This delivery point is primarily business with a possible residence

G **General Delivery**

Drop Count
The total number of drop sites. In the CDS ZIP Code Header Record, this field contains the total number of drop sites for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the total number of drop sites for a given carrier route. It is NOT the number of customers served by those drop sites. The number of customers served by these drops can be found in the Resident/Business Served Drop counts.

File Version Month (CDS)
The month for this edition/cycle of the file.

File Version Month (WCD)
The month the file was produced in.

File Version Year
The last two digits of the year for this edition of the file.

Filler
Space available for future enhancements.

Mailer ID
The CDS customer ID number.

Plus4(+4)
A 4-digit number consisting of the sector and segment numbers. The +4 further subdivides the ZIP Code area.

PO Box Throwback Count
The total number of PO throwbacks for an area. In the CDS ZIP Route Header Record, the PO Throwback field contains:
- The total number of PO throwbacks for a given carrier route.
- The total number of PO throwbacks for a given ZIP Code (in the CDS ZIP Code Header Record).

PO Box Throwback Indicator
The address of this delivery point is a street address, but actual delivery is made to the customer's PO box address.

T = PO Box Throwback

Preferred Last Line Locale Key
This field contains the locale key of the preferred last line of a particular delivery point and is used to locate that delivery point's preferred city name in City State Product.

Record Type Code
An alphabetic value that identifies the type of data in the record.

F = Firm
G = General Delivery
H = Highrise
P = PO Box
R = Rural Route
S = Street

Record Type Indicator
A 1-byte field that identifies the type of CDS record.

1 = Volume Header Record
2 = ZIP Code Header Record
3 = ZIP Route Header Record
4 = Detail Record

Residence Business Served Drops Count
The total number of families or businesses served by a drop delivery or other multi-service delivery point for a given area. In the CDS ZIP Route Header Record, this field contains the number of families or businesses served by a drop delivery or other multi-service delivery point for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of families or businesses served by a drop delivery or other multi-service delivery point for a given ZIP Code.

Residential Delivery Active Count
The total number for active residential deliveries for a given area. In the CDS ZIP Route header Record, this field contains the number of active residential deliveries for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of active residential deliveries for a given ZIP Code.

Residential Delivery Possible Count
The total number of possible residential deliveries for a given area. In the CDS ZIP Route Header Record, this field contains the number of possible residential deliveries for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of possible residential deliveries for a given ZIP Code.

Route Count
The total number of routes for a given area. For the CDS ZIP Header Record, this field gives the number of routes for a given ZIP Code; in the CDS Volume Header Record, it contains the number of routes for a given volume.

Seasonal Delivery Indicator
A 1-byte field that specifies whether a given address receives mail only during a specific season (e.g., a summer-only residence).

Y = Delivery point has seasonal delivery
N = Not applicable
E = Educational Delivery (school, dormitory, student housing)

Seasonal Count
The total number of seasonal deliveries for a given area. In the CDS ZIP Code Header Record, this field gives the number of seasonal deliveries for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the number of seasonal deliveries for a given carrier route. Months containing the “Y” seasonal delivery indicator reflect months the seasonal addresses are generally occupied.

Secondary Address Abbreviation
A descriptive code that identifies the type of secondary address range.

Value	Description	Value	Description
APT	Apartment	PIER	Pier
BLDG	Building	REAR	Rear
BSMT	Basement	RM	Room
DEPT	Department	SIDE	Side
FL	Floor	SLIP	Slip
FRNT	Front	SPC	Space
HNGR	Hangar	STE	Suite
LBBY	Lobby	STOP	Stop
LOT	Lot	TRLR	Trailer
LOWR	Lower	UNIT	Unit
OFC	Office	UPPR	Upper
PH	Penthouse	KEY	Key

Secondary Address Number
The alpha and/or numeric number that specifically identifies a unit at an address. The number may represent an apartment, room, suite, floor, space, or other similar addressable unit. Apartment or room numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the number. All numeric data is right-justified with leading zeroes, and all alphanumeric data is left-justified.

Street Name
The official name assigned to a street by a local governing authority. This field contains only the street name and does not include directional or suffix components. This element may also contain literals (e.g., PO Box, General Delivery, USS, PSC, or UNIT). Numeric street names that have numeric components of four characters (or less) are aligned so the low-order digit of the number is in the fourth position of the field. This shift is made so that the numeric street names appear in numeric sequence.

Street Post-Direction Abbreviation
A geographical direction following a street name.

E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

Street Pre-Direction Abbreviation
A geographic direction preceding a street name.

E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

Street Suffix Abbreviation
A standard USPS code for a word frequently appearing as a trailing designator in street addresses. See the latest version of Publication 28, Postal Addressing Standards, for a complete list of street suffix abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

Examples Street Suffix Abbreviations

ALY	Alley	AVE	Avenue
BYU	Bayou	BCH	Beach
CYN	Canyon	CTR	Center
CIR	Circle	CV	Cove
DV	Divide	DR	Drive
FLS	Falls	FRY	Ferry
FLD	Field	FLDS	Fields
RNCH	Ranch	RPDS	Rapids
RST	Rest	RDG	Ridge
RIV	River	RD	Road
STRM	Stream	ST	Street
SMT	Summit	TER	Terrace
TRCE	Trace	TRAK	Track
VLG	Village	VW	View
VIS	Vista	WALK	Walk

Total Record Count
The total number of delivery point records for a given area.

Urbanization Locale Key
The locale key of an urbanization for a given delivery point; it is used only with addresses in Puerto Rico. This field is used to locate the urbanization name in the City State Product.

Vacant Code
A code that identifies a delivery point unoccupied for over 90 days.

Vacant Count
The total number of delivery points unoccupied for over 90 days for a given carrier route.

Volume Sequence Number
A number representing the position of any given volume within the entire set of cartridges, cds, i.e., Cartridge 1 of 3, 2 of 3, 3 of 3.

ZIP Code
ZIP is an acronym for Zone Improvement Plan. It is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition) or a single building or company that has a high mail volume.

ZIP Count
The total number of ZIP Codes contained on the cartridge or cd.

ZIP Sector Code
The first two digits of the 4-digit ZIP add-on code. This code represents a smaller geographic area within a ZIP Code area. ZIP sector boundaries are established so as not to cross state or county lines.

ZIP Segment Code
The last two digits of the 4-digit ZIP add-on code, which represent a smaller geographic area within a ZIP Sector area. Geographically, ZIP segments represent areas such as one side of a city block between intersections; both sides of a street, including cul-de-sacs; a company or building; a floor or group of floors within a building; a cluster of mailboxes; sections of post office boxes; or other similar delivery groups.

DEFINITIONS OF United States Postal Service® (USPS®) TERMS

Active Deliveries
Active Deliveries are delivery points (addresses) that are currently occupied and receiving mail delivery. Active deliveries do not include Vacants and PO Box Throwbacks.

Address Management System
The USPS address information database from which many address quality improvement products and services are derived. This database contains addresses where the USPS delivers mail. It does not include all physical location addresses. The primary purpose of the database is the sortation and delivery of mail.

Carrier Possible Deliveries
- Delivery points which currently receive or have received delivery.
- Delivery points on city routes to which carriers do not deliver because of alternate delivery PO Box or caller service (alternate delivery points are uniquely identified in the CDS base file).
- Delivery points on city routes vacant longer than 90 days and likely to be long-term vacancies, which are not considered seasonal (Long-term vacancy delivery points are uniquely identified in the base file).
- Delivery points delivered seasonally and are uniquely identified in the base file (it is the customer's responsibility to determine the proper season for mailing).

CDS File
Electronic file containing a list of addresses or boxes from a box section, arranged in delivery sequence and served by a specific carrier. The CDS file provides the finest depth of sort available. Therefore it should not be processed through address matching software.

CDS Subscription
A one-year subscription to the CDS product that is renewable annually. The annual subscription period is February 1, through January 31 of the following year.

Congressional District Number
A standard value identifying a geographic area within the United States served by a member of the US House of Representatives or Senate. If Army/Air Force (APO) or fleet post office (FPO), this field will be blank. If there is only one member of Congress within a state, the code will be "AL" (at large).

Customer Profile
A specific CDS participant information summary record used internally by the USPS to identify customers and the ZIP Codes CDS customers are qualified to receive through the CDS fulfillment program.

Delivery Point Code (DPC)
A code consisting of the ZIP + 4®, plus the last two digits of the primary address number for a street or firm address. DPC's for multi-delivery points are calculated using the secondary number. This code is used in the preparation of the mailer-applied, 11-digit delivery barcode and is included in every address record in the CDS file.

Delivery Unit
The local delivery unit (Post Office) verifies address cards or lists and performs manual card sequencing services to determine a customer's eligibility to receive CDS updates.

Domestic Mail Manual (DMM)
The Domestic Mail Manual (DMM) contains USPS regulations for domestic mail services. These regulations include:

- The rates and restrictions for postage.
- Descriptions of the classes of mail and special services and conditions governing their use.
- Requirements for wrapping and mailing.
- Explanations of collection and delivery services.
- General provisions concerning the use of USPS services and facilities.
- DMM 507 describes the Address List Sequence Services that comprise the CDS qualification process.

Five-digit ZIP Code (5-digit ZIP Code)
A numeric code that identifies areas within the United States and its territories and possessions to simplify USPS mail distribution. The five digits of the Zone Improvement Plan (ZIP) Code identify the individual post office delivery station associated with the address. This area is also called a “zone”.

Manager, Address Management Systems
The Manager, Address Management Systems (AMS) manages the manual qualification procedures, updates all files within their district, and bills customers for manual address-sequencing services.

National Customer Support Center (NCSC)
The National Customer Support Center (NCSC) is the centralized site that generates CDS files for customers who have been qualified electronically at the NCSC or manually by the manager of AMS. The NCSC also manages the Electronic Address Sequence (EAS) Service qualification process. CDS processing and billing are performed at the NCSC in Memphis, Tennessee. The NCSC bills qualified CDS participants upon first-time qualification and throughout the year as appropriate. The NCSC also serves as the payment and customer support location for CDS customers.

Possible Delivery
All delivery addresses, including addresses currently coded as Vacant or PO Box Throwback. See Carrier Possible Deliveries definition.

Post Office Box Possible Deliveries
Box numbers within a box section that currently receive or have previously received delivery.

ZIP + 4 Code
A numeric code comprised of the 5-digit ZIP Code plus a 4-digit add-on assigned to an address. Every address has a ZIP + 4 code.

FREQUENTLY ASKED QUESTIONS

Q. Why did the Address Sequence Service remove address "xxx" I submitted for qualification? It is a good address –

- I know because I have seen the building!
- I got it from a reverse directory.
- I got it from a list broker.

A. The address in question is not in the AMS database because the USPS does not deliver mail to that address. The AMS database only contains addresses where mail is delivered by the USPS.

Q. Why can't you fix my file layout for me?

A. NCSC policy does not allow us to manipulate address data provided by a customer for several reasons. Currently there are a number of commercial address parsing routines/engines available to customers and postal policy prevents us from infringing on the commercial market. This policy also eliminates the potential for failure to qualify for CDS due to incorrect manipulation of customer data by the USPS.

Q. Why does my file have to be in a specific format?

A. The Electronic Address Sequence (EAS) Service program is fully automated. Your file is uploaded and the program initiated. The program looks at specific fields for specific information. If that information is not correct due to misplacement it will not match the AMS database and will be counted as an incorrect address.

Q. Why do I have to pay for EAS if I don't qualify?

A. The fees charged for Electronic Address Sequence (EAS) Service are for the process performed. The process does not guarantee qualification. The time and expense to run a customers' file are the same whether the list qualifies for CDS or not.

Q. Why can't I qualify when I had 89.73% of the addresses correct? Can't you roll it up to 90%.

A. The qualification rules are set based on the USPS requirements necessary to comply with federal privacy laws and Title 39. Anything less than 90% does not meet qualification requirements.

LINKS

CDS Customer Information: http://ribbs.usps.gov/files/CDS/

EAS Customer Information: http://ribbs.usps.gov/files/EAS/

If you have questions or need additional assistance, write or call:

COMPUTERIZED DELIVERY SEQUENCE (CDS) DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

800-238-3150

SAMPLES

Sample Seed Address Identification Notice

Sample List Owner Authorization Letter

SAMPLE SEED ADDRESS IDENTIFICATION NOTICE

(insert date)

(List Owner)
Attn: (List Owner Contact)
(Address)
(City) (State) (ZIP+4)

(List User)
Attn: (List User Contact)
(Address)
(City) (State) (ZIP+4)

The United States Postal Service (USPS) has identified a seed address or addresses in an address list submitted to it for Electronic Address Sequence Service (EAS) processing. A seed address is an address that a List Owner inserts into its address list as a way of identifying its address list. The seed addresses(es) were found in a list processed on ___(processing date) ___ and submitted by:

(List User)
(List User Contact)
(Phone)

SAMPLE

The following ZIP Codes in the address list contain seed addresses:

	City Residential	City Business	PO Box	Rural/ Hwy Contract
(xxxxx)	❒	❒	❒	❒
(xxxxx)	❒	❒	❒	❒
(xxxxx)	❒	❒	❒	❒
(xxxxx)	❒	❒	❒	❒
(xxxxx)	❒	❒	❒	❒
(xxxxx)	❒	❒	❒	❒

According to our records, USPS assigned the seed address(es) identified in the address list to:

(List Owner), (List Owner Contact), (Phone)

Pursuant to the EAS User Guide, the Postal Service is unable to release to the List User the address list for the ZIP Code(s) that contains the seed address(es). However, upon receipt of a letter from the List Owner authorizing the release of the address list, the Postal Service will be able to release the disqualified portions of the address list. For further information, please refer to the EAS User Guide at:
http://www.usps.com/ncsc/addressservices/otherservices/eas.htm

The Postal Service requires that the List User remit payment for the EAS processing performed by the Postal Service for the ZIP Code(s) disqualified from the address list.

Any questions regarding this notice or the disqualification of ZIP Codes due to the presence of seed addresses should be directed to the EAS Dept at the National Customer Support Center of the USPS at 800-238-3150.

SAMPLE LIST OWNER AUTHORIZATION LETTER

(must be type-written on company letterhead and signed by the CDS authorized contact or a company officer)

(date)

Computerized Delivery Sequence (CDS) Department
National Customer Support Center
United States Postal Service
6060 Primacy PKWY STE 201
Memphis, TN 38188-0001

CDS List Owner (name), CDS List Owner ID (CDS number) authorizes the use of its Computerized Delivery Sequence (CDS) file ("CDS File") for CDS qualification (DMM 507.7.5) by the following List User:
(List User company name)
(List User contact name and title)
(List User address)
(List User contact phone number).

SAMPLE

List Owner authorizes List User to submit the CDS File to the United States Postal Service so that List User may obtain CDS Qualification in accordance with the Postal Service's DMM 507.7.5 for the following ZIP Codes and address groups:

	City Residential	City Business	PO Box	Rural/ Hwy Contract
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒
xxxxx	❒	❒	❒	❒

This authorization is valid from _____ thru _____. The United States Postal Service is not required to accept the CDS File from List User prior to the receipt of this authorization letter, or outside the authorization dates indicated. Contact (List Owner Contact) at (List Owner contact phone number) if you have any questions regarding this authorization letter.

List Owner Name_____ Title: _____

Authorization by: _____ _____
Signature date